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For Office Use Only	

**DISTRICT OF COLUMBIA
OFFICE OF ADMINISTRATIVE HEARINGS**

**REQUEST FOR HEARING TO APPEAL A DETERMINATION BY A CLAIMS EXAMINER
INVOLVING UNEMPLOYMENT BENEFITS**

I, _____, request a hearing in the Office of Administrative Hearings to appeal the attached Department of Employment Services Claims Examiner's Determination. **NOTE: YOU MUST ATTACH A COPY OF THE CLAIMS EXAMINER'S DETERMINATION OR PROVIDE ONE AS SOON AS POSSIBLE. You may submit your request BEFORE you provide a Claims Determination, however your appeal cannot be fully processed without a copy of the Claims Determination.**

Save the envelope in which the Claims Determination was mailed to you and bring it with you to the hearing.

READ INSTRUCTIONS ON THE REVERSE SIDE BEFORE COMPLETING

CHECK ONE: I AM: THE CLAIMANT _____ OR THE EMPLOYER _____

Claimant Name: _____ **Employer Name:** _____

Social Security No.: _____ **Representative (if any):** _____

Representative (if any): _____ **Address:** _____

Claimant Address: _____

_____ **Tel. No.:** _____

Claimant Tel. No.: _____ **Fax No.:** _____

Claimant Fax No.: _____

Reasons for appeal: _____

SIGNATURE: _____

WILL YOU NEED AN INTERPRETER FOR THE HEARING? IF SO, WHAT LANGUAGE DO YOU SPEAK? _____

How to File an Appeal with the Office of Administrative Hearings:

PLEASE READ CAREFULLY

- **WHERE TO FILE AN APPEAL:** You **MUST** file your request for hearing with the **Office of Administrative Hearings** in person, by mail or by fax.

You may file your request for hearing in person or by mail at the following address:

**Office of Administrative Hearings
941 N. Capitol Street, NE Suite 9100
Washington, DC 20002**

OR you may submit an appeal by fax but a request sent by fax will not be filed unless it is complete and legible when received at:

**Office of Administrative Hearings
FAX: (202) 442-9451**

DO NOT send or bring your hearing request to a DOES One-Stop Center or to any office of the Department of Employment Services.

- **FILING DEADLINE:** Your request for hearing **must** be either postmarked by the United States Postal Service (not a private postage meter) or actually received by this administrative court within **ten (10)** calendar days of the mailing date of the Claims Determination you are appealing. The time runs from the date DOES mailed the Determination to you, **NOT** from the date you received it. If the Claims Determination was NOT mailed to you, you must file within **ten (10)** calendar days of actual delivery to you of the Claims Determination.

If the 10-day filing deadline falls on a Saturday, Sunday or a legal holiday, the deadline is extended to the next business day.

Failure to file a request for hearing within this deadline subjects your appeal to dismissal.

- **No one is authorized to give you different instructions for filing a request for hearing.**
- You will need photo identification to enter the building at 941 N. Capitol Street, NE. Allow ample time for transportation to the building.
- For further information concerning an unemployment insurance appeal at the Office of Administrative Hearings, you may call (202) 442-8167.
- OAH Rules are available at www.oah.dc.gov.